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PUBLIC WORKS

The Honourable Jean-Paul Deschatelets, Minister; G. Lucien Lalonde, Deputy Minister.

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The Honourable Jean-Paul Deschatelets, Minister; G. Lucien Lalonde, Deputy Minister.

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DPW Headquarters
Ottawa*



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The Department of Public Works

This publication has been prepared to assist you in understanding the various areas of activities for which the Department of Public Works is responsible.

Generally speaking, the Department of Public Works is the central construction and property management agency of the Federal Government. In addition, there are certain other responsibilities, such as the role of the Dominion Fire Commissioner, which come under the Department of Public Works because they are closely aligned with its main function.

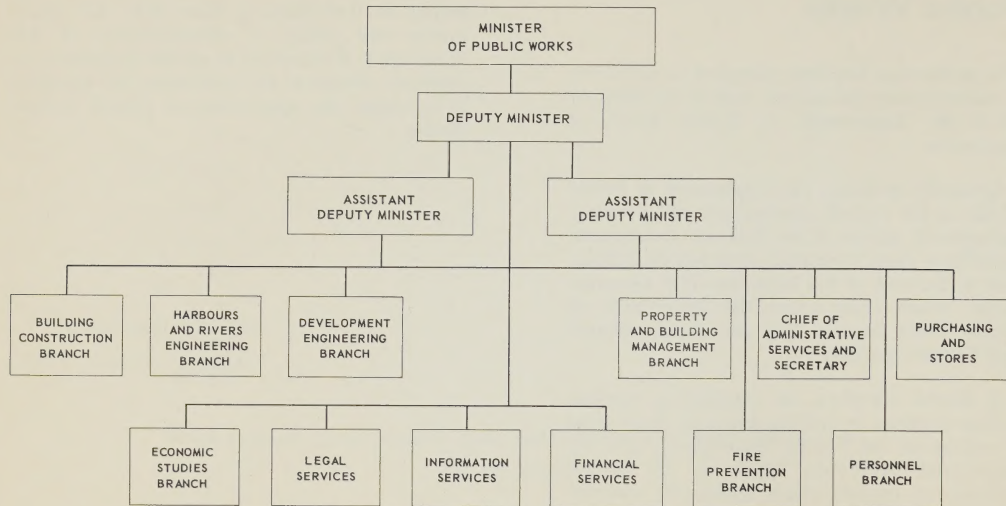
It should, therefore, be assumed by persons making inquiries or seeking advice in these areas of activity of the Federal Government, that the Department of Public Works is the proper authority to contact unless specifically directed otherwise.

I hope you will find this simplified explanation helpful in understanding more fully the organization and variety of responsibilities of this department. If additional or specific information is required, officials of the department will welcome, at any time, the opportunity to provide further details.

Jean-Paul Deschatelets

Minister of Public Works

DEPARTMENT OF PUBLIC WORKS



Development Engineering Branch

The duties of this branch are to act as the main highway construction organization of the Federal Government and to undertake special engineering projects which do not come within the scope of other branches, departments or agencies.

The main fields of responsibility are the operation and maintenance of some international, inter-provincial and intraprovincial bridges; the administration of the Trans-Canada Highway Act and the inspection of work under this Act. The branch carries out the inspection of roads built by the provinces under the Roads to Resources program, which is administered by the Department of Northern Affairs and National Resources. In addition, it constructs roads and bridges in the Northwest and Yukon Territories and the National Parks for the Department of Northern Affairs

and National Resources. Further, as of April 1, 1964, this branch has assumed the responsibility for the operation and maintenance of the Northwest Highway System.

At the request of other branches, departments and agencies, the branch carries out a program of road construction, parking lots, water distribution systems, sewage systems and site development. In addition, certain special projects are undertaken such as the Northumberland Strait crossing.

The Testing Laboratories operated by the branch provide a complete service for foundation studies, soil surveys, the development of specifications and the testing of materials used in construction and maintenance by the branches of the department. This service is also available to other departments and agencies of the government on an as-required basis. The main fields of testing cover concrete materials, steel products, paints, lubricants, soap, etc.

Harbours and Rivers Engineering Branch

The activities of this branch include the planning, design, construction, alteration and repair of approximately 10,000 marine works in some 3,000 ports and harbours in Canada. These include projects from such major works as the redevelopment of St. John's Harbour, Newfoundland, and construction of a new harbour at the Lakehead on Lake Superior, to minor ports on all coasts of Canada as well as interior lakes.

The works include breakwaters, wharves, ship haulouts, protection works and associated structures. In a recent year the branch carried out some 2,100 construction projects and 4,500 investigations relating to harbour installations. One of the major responsibilities of the department is dredging of the main channels and harbours throughout Canada with the exception of the dredging of certain main channels of the St. Lawrence Seaway.

The branch also acts as an engineering consultant to other departments and agencies of government. One of these agencies is the International Joint Commission which requires advice on various developments of rivers which are of common interest to Canada and the United States. The branch also provides engineering advice to the Atlantic Development Board on a number of major developments.

In the development of marine facilities the branch shares responsibility with the Marine Works Branch of the Department of Transport. Generally speaking, the Harbours and Rivers Engineering Branch is the construction agency and the Marine Works Branch of the Department of Transport has the responsibility of administration after the works are completed. The exceptions to this general rule are those harbours declared to be under the jurisdiction of the National Harbours Board or harbour commissions.

Legislation administered by the Harbours and Rivers Engineering Branch includes the Navigable Waters Protection Act, the Ferries Act and the Drydock Subsidies Act.

Property and Building Management Branch

The Property and Building Management Branch is engaged in property management and is responsible for the assembly and operation of a complete inventory of real property owned or leased by the Crown (Federal). It does not, however, manage all properties belonging to the Federal Government.

Generally speaking, the Department of Public Works' pool of accommodation comprises all those general-purpose buildings that are either used, or capable of being used by more than one department. These are mostly office buildings, or post offices (except very small "revenue" post offices). Other government departments usually control what are known as "specialized" buildings. These are permanent installations such as experimental farms (Department of Agriculture), airports (Department of Transport), the large harbours (National Harbours Board), national

parks and settlements in the north (Department of Northern Affairs and National Resources), hospitals (Department of Veterans Affairs), Indian schools (Department of Citizenship and Immigration), and defence establishments (Department of National Defence).

There are, of course, certain exceptions to this general pattern brought about mainly when the branch's managerial services are deemed most appropriate. One notable example is the recent turnover of control by the Department of National Defence to the Department of Public Works of the entire operation of Fort Churchill, Manitoba. Also, the branch operates certain housing pools which have been created in selected northern communities, such as Whitehorse, Fort Smith, Inuvik, Yellowknife, Fort Simpson and Hay River in the Northwest Territories. Here the number of federal residential units is sufficient to obtain an advantage from a pool operation.

The Department of Public Works' pool of accommodation, managed by Property and Building

Management Branch, contains approximately 31½ million square feet of usable space in about 1,600 owned buildings and 1,400 leased premises.

The branch provides to these establishments all services, such as heating; cleaning; snow removal (as much as possible by private contractors); the purchase of all required utilities, supplies and equipment (such as water, electricity, fuel, waxes, towels, floor polishers); and maintains the buildings in good repair. For the occupying departments it arranges alterations to accommodate their changing needs. To supplement Crown-owned space, it negotiates for leased quarters for which annual rentals are now in excess of nine million dollars. The total disbursement for all these expenses, including rents, is over 50 million dollars annually.

The branch is responsible for determining when each of its buildings has reached the end of its economic usefulness and should be declared surplus. As new or replacement buildings are required, it is the branch's function to evaluate and define the new requirements as to location,

size and general arrangement of new buildings and the rehabilitation or extension of existing buildings. These are then designed (after approval by Treasury Board) and erected (as funds are provided) by the Building Construction Branch. Upon completion, the buildings are taken over by the Property and Building Management Branch for management.

When a new or enlarged site is required for new or extended buildings, any land needed is acquired by the branch through purchase, expropriation or exchange. In addition to its own needs for land, the branch's services are frequently used by other departments and as a result, the total number of land acquisitions exceed 300 for all purposes in the course of a normal year.

When space in federal buildings is not needed for the public service, every effort is made to rent it out commercially. Substantial revenues are secured annually by this means. While inquiries for space are encouraged from every source, considerable discretion is exercised in choosing

tenants in order to ensure compatibility with the federal services that share the building.

Cafeterias in its buildings are controlled by the branch. It also determines the size and location of parking areas to service its buildings and allocates blocks of parking stalls to the occupants in proportion to their needs. It does not, however, designate the person entitled to use each stall; this is done by the head of each occupying department.

An important responsibility of the branch stems from the services it provides to the two Speakers of Parliament. On Parliament Hill, the responsibility for the provision of facilities necessary to the Houses is shared by the Speakers and the Minister of Public Works.

The Speakers, each for his own place, assume those duties that arise from the use of the build-

ings, including allocation of offices and furniture; security; cleaning; redecoration; communications; and supporting services, such as barber shop and restaurants, and the allotment of parking spaces to individuals.

The Minister, through the National Capital Commission, maintains the grounds and, through the Department of Public Works, provides the Speakers with such services as they may require and maintains the fabric of the buildings and all related works, such as heating, electrical and mechanical installations (including sound systems), tunnels, sewers, utility and floodlighting. Day to day co-ordination between the Speakers' and departmental staffs is supplied by the Director of Property and Building Management Branch.

The Royal Canadian Mounted Police regulates pedestrian and vehicular traffic on the Hill.

Building Construction Branch

The Building Construction Branch is the principal Federal Government agency providing architectural and engineering services to all departments and agencies who require building construction, alteration, addition, or demolition. Nearly all departments use this service with the main exceptions being the Department of National Defence and the Department of Transport (Air Services).

The Building Construction Branch has a headquarters organization of architects and engineers specializing as consultants on various types of buildings. There are five groupings of specialists: office buildings, laboratories, penitentiaries, northern construction and special projects. In addition, the branch has ten District Offices throughout Canada which administer the production of plans and specifications and supervise and maintain progress schedules and quality control of construction contracts in progress.

The branch is responsible for construction of a wide variety of buildings ranging from small post office and customs buildings to major office buildings, and from penitentiary buildings for the Department of Justice to chancery and embassy buildings abroad for the Department of External Affairs.

These programs involve more than 200 construction contracts per year with expenditures of some \$50 million annually. The branch is the major employer in Canada of private consultant architectural services. The great majority of the design work, including work on embassies and chanceries in foreign countries, is actually carried out by private architects with requirements established by branch specialists.

Of particular interest are special-use facilities such as the new National Library, now under construction, the National Museum and the National Centre for the Performing Arts.

Purchasing and Stores Branch

The Purchasing and Stores Branch operates as a service agency for the operating branches of the department by purchasing the various commodities required to permit construction and maintenance projects to proceed.

The commodities involved are numerous but in general may be defined as construction materials, tools and equipment; workshop equipment; building maintenance supplies, such as cleaning equipment and materials, paper products, lighting fixtures and supplies; scientific instruments and laboratory supplies; heating and propulsion fuel, and motor vehicles.

In addition, this branch is the purchase authority for office furniture and furnishings for all government departments and agencies with the

exception of certain Crown Corporations. This furniture is issued to the user departments, but remains the property of the Department of Public Works. Household furniture is also purchased for federally-owned homes in certain locations in the North. Furnishings for the Governor-General and Prime Minister's residences are also purchased by this branch.

Purchasing is centrally controlled. Where supplies can be purchased in bulk and where it has been found to be economical to buy from the manufacturer and deliver to the end user, then purchases are made in this manner. In most instances purchases of this type are to established specifications. However, of necessity, District Offices have local purchase authority and purchases of certain commodities are made from local merchants as required. Major warehouses have been established in Ottawa, Montreal and Toronto with small supplies being maintained in all other District Offices.

Economic Studies Branch

The Economic Studies Branch is an advisory group reporting directly to the Deputy Minister. It is not a research unit. Its primary function is to study and assess the economic impact of proposed public projects, particularly on local areas. It draws from data and expert opinion from within the Federal Government as well as from other sources, such as provincial and municipal governments, private industry and trade associations. The branch then interprets and applies the results of these investigations to the specific proposals under examination by the department.

In connection with the department's harbours and rivers engineering works, for example, the

branch evaluates the stimulus that might come from a proposed new fishing wharf, or from an industrial wharf, and makes a specific recommendation.

On the building and accommodation side, it analyses growth prospects of particular localities where substantial federal investments are contemplated, and where a question arises as to the size of the federal servicing facilities which may be required. An appreciation of growth trends by industry and by region is essential for this purpose.

Members of the branch also make special investigations on the ground in certain instances where federal capital outlays are under consideration, working closely with the appropriate government departments and agencies.

Fire Prevention Branch

Administration of the branch and the fire prevention regulations are under the direction of the Dominion Fire Commissioner. The regulations specify responsibility for fire prevention and fire protection of Federal Government property of all departments except National Defence.

Branch engineering staff determine fire protection engineering requirements for all government construction and make periodic surveys of selected high-hazard, prestige and institutional buildings for all departments. Standards are prepared and published to assist architects and others responsible for the design, construction and maintenance of government property. The branch co-ordinates the regular inspection of federal buildings by provincial and municipal authorities and conducts investigations into all fires occurring on Government property.

Branch staff train government employees in fire prevention methods, building evacuation, and the

operation and maintenance of heavy and portable fire fighting equipment.

Fire prevention generally is fostered by the preparation of booklets and pamphlets published by the Queen's Printer. The branch also maintains a 16MM film lending library and sponsors the production of new films. Active liaison is maintained with provincial fire marshals and commissioners and financial assistance is extended to a joint fire prevention publicity committee.

An annual report of fire losses in Canada giving fire loss statistics is prepared by the branch.

A staff member serves as Fire Marshal of the Yukon and Northwest Territories to administer the respective fire prevention ordinances. Training schools are held for fire departments; fire protection engineering requirements for all institutional and assembly buildings are specified and field surveys of communities carried out.

Advice on a consulting basis is given to the National Research Council, Canadian Standards Association, Emergency Measures Organization, and the North Atlantic Treaty Organization.

Administrative and Service Branches and Divisions

There are a number of other branches and divisions in the department which are of an administrative and service nature and, therefore, of less immediate interest to persons inquiring about the department's construction, purchasing and maintenance activities. These include the Personnel Branch, the name of which is self-explanatory; the Finance Services Division which is concerned mainly with the preparation of departmental esti-

mates, control of financial procedures and liaison with Treasury Board; the Legal Services Division which, under the direction of an officer of the Department of Justice, executes legal documents relating to the work of the department and provides legal advice; the Administrative Services and Departmental Secretary's Division which handles the department's public tender system for construction and other contracts, a photographic service; the Central Registry for files and records and the Information Services Division which has as its main function, the preparation of information for the press and the handling of inquiries from reporters for newspapers, radio, television, trade magazines and other news media.

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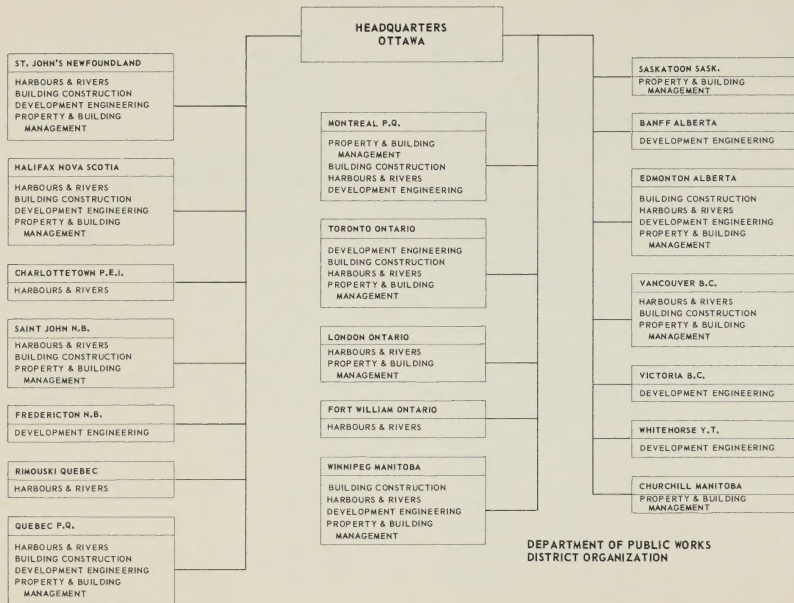
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